

Board of Commissioners

Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
Stuart Grogan



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**HOUSING KITSAP BOARD OF COMMISSIONERS
OCTOBER 3, 2017
MINUTES**

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder, City of Bainbridge Island Council Member Val Tollefson, Resident Commissioner Danielle Murphy.

Attending Staff: Chief Financial Officer Wendy Dutenhoeffer, Administrative Support Assistant Kathleen Fritz.

Absent: Executive Director Stuart Grogan, REMHP Director Holly Paterson, Assistant Director of Finance Kim Seibold, Single Family Director Dean Nail, Project Manager of Affordable Housing Mike Brown.

1. Called to Order

Chair Wolfe called the meeting to order at 3:15 PM.

2. Public Comment

No public comment.

3. Consent Agenda

Commissioner Putaansuu moved to approve the Consent Agenda. Commissioner Gelder seconded. Motion carried unanimously.

4. Board Announcements

Commissioner Gelder mentioned there was a brief discussion regarding meeting times at the Kitsap Regional Coordinating Council meeting earlier in the day. There was a suggestion to move the KRCC meeting to after the Transit Work Study meeting on the third Tuesday of the month, which would conflict with Housing Kitsap's Work Study meeting. Options were discussed, however no decision was made to move meeting times or location. Commissioner Gelder stated that Stuart should be contacted soon regarding possible changes.

Commissioner Erickson announced that the Nelson House was awarded an \$8,000 grant from Home Depot to make needed renovations, in addition to volunteers to help complete the work.

Commissioner Garrido provided an update on Kitsap County Homes for All, stating that eleven tiny homes have been built thus far, and they are almost finished building all of the homes. Currently, they are working on finding a location to place the homes. Commissioner Garrido

stated that a church as stepped forward and she will be attending a meeting with the church deacon to discuss possible placement of the community on their property in South Kitsap.

5. Action Items

A. Consideration of a motion to approve Resolution 2017-17 adopting a revised cellular phone, mobile personal computing device and text message policy.

Wendy reported Housing Kitsap has acquired software that will allow HK to archive text messages so that staff can send and receive texts as part of business. Commissioner Gelder asked if this would apply to staff personal devices. Wendy stated that the option is available, however, it was decided to veto that option and allow texting only on HK issued devices.

Action: Commissioner Putaansuu moved to approve 2017-17 adopting a revised cellular phone, mobile personal computing device and text message policy. Commissioner Erickson seconded. Motion carried unanimously.

6. Discussion items

A. Budget and Tenmast Update

Wendy reported that HK continues to move along with the Budget and Tenmast process. Stating that HK has outlined income and expense accounts in the General Ledger. Issues have been identified with the current General Ledger, as far as the transfer of historical data, and staff is in the process of outlining a plan to create journal entries that will move the historical data so that the information will be accurate at the time of actual reports.

B. Rental Assistance Demonstration (RAD) program

In the absence of Stuart Grogan and Mike Brown, Wendy provided the RAD update. Wendy stated that through the financial evaluation/budget process, HK may have identified funds that would be available to Public Housing for the RAD conversion. Stuart has outlined different opportunities for loans. In discussion, it was mentioned that there is \$600,000.00 for Public Housing in the General Fund, it is planned to move those funds to the Public Housing fund. Before approval is given to use the money for RAD, Wendy would like to confirm that the funds are in-fact for Public Housing. Chair Wolfe asked how many units HK is planning to convert in the process, Wendy advised HK is planning to convert approximately 128 units.

C. Prosperity Place Update

Report provided in packet, no staff available for discussion.

D. Award News

Report provided in packet, no staff available for discussion.

E. Almira Site

Commissioner Wolfe reported on his visit to the property and stated he met with some of the nearby neighborhood residents. He stated a few of the residents in Illahee, were reluctantly OK with a pilot program, they would like to see it go no more than a year in length. The residents stated if it were to happen they would like to see some structure and monitoring of the program. It was mentioned that not all residents would be accepting of the program and questioned what would action would be taken in that instance. Options continue to be under review.

F. Planning for the Board of Commissioner's evaluation of the Executive Director

Human Resources Specialist, Carol Glenn, reported that the evaluation of HK's Executive Director, Stuart Grogan is due and asked the Board for their input in the process. Vice Chair Putaansuu recommended that the process continue like it as in past years, and over the next 60 days have HK Directors complete their evaluations of his performance and in late December-early January finish the review. Commissioner Gelder recommended obtaining input from local community members that Stuart works closely with, as well. Wendy stated that the Board should feel free to contact Carol if they would like to see any changes to the evaluation forms provided.

7. Executive Session

No Executive Session held.

8. Further Comments

Commissioner Erickson formally requested that appropriate staff be available to discuss current and agenda item issues, specifically regarding questions that arose regarding Prosperity Place.

9. Adjourn

With no further business, Chair Wolfe adjourned the meeting at approximately 4:35 pm.

ATTEST:


STUART GROGAN
Executive Director

ATTEST:


KATHLEEN FRITZ
Administrative Support Assistant

11/7/17
Date Approved